



The City of Santa Clara
California
EMPLOYMENT OPPORTUNITY

TRAFFIC FOREMAN/FOREWOMAN #54-08-850

Open/Promotional

**Job specification approved by the Civil Service Commission and pending approval by City Council*

MONTHLY SALARY RANGE: \$ 5,867 - \$ 7,120 (Longevity Pay up to \$ 7,479)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

Minimum Qualifications:

- Age: Minimum - 18 years
- Graduation from high school or possession of a GED and;
- Five (5) years of increasingly responsible experience involving the operation of street maintenance equipment, spray painting equipment, and the installation of pavement marking materials, at least two (2) years of which shall have included Traffic and Maintenance Division tasks.

Desirable Qualifications:

- Additional responsible supervisory or management experience, or courses in business management or public administration are desirable.
- At least one year of experience as a Street Maintenance Worker IV for the City of Santa Clara Street Department is desirable.
- Courses and training classes in traffic safety and control, traffic signage and marking, and traffic maintenance tasks are desirable.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSE(S) AND OTHER REQUIREMENTS: Applicants, at time of filing application, must possess:

- Possession of a valid California Class C Driver's License is required at time of application and for duration of employment.
- Possession of an International Municipal Signal Association (IMSA) Signs & Marking Certification is required by the end of the probationary period.
- A medical examination will be required prior to appointment.
- Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- Must be able to perform all of the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

This is a front-line supervisory position in the Classified Service responsible for supervising street maintenance workers performing traffic maintenance activities. An incumbent in this class manages, controls, and directs employees assigned by economically deploying personnel and using appropriate tools and equipment commensurate with the difficulty or magnitude of the task at hand. An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature. An incumbent in this class assists in the administration of the Traffic Maintenance Division annual budget and contractual services related to the division.

APPLICATIONS:

An "on-line" Employment Application can be downloaded from the following website address:

http://santaclaraca.gov/hu_resources/hr_employ_app.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

August 6, 2008
DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

54-08-850
RECRUITMENT NUMBER

TRAFFIC FOREMAN/FORWOMAN #54-08-850 (continued)

FINAL FILING DATE:

Incomplete applications will not be accepted. City applications must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Wednesday, August 20, 2008.** FAX number is (408) 247-5627.

EXAMINATION WEIGHT/DATE:

Performance Examination	- 50%	Week of August 26, 2008 (tentative)
Oral Examination	- 50%	Week of September 9, 2008 (tentative)

Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment. Permanent City employees who pass the exam process will have five (5) preference points added to their score. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Traffic control construction/maintenance methods, equipment, terminology and principals of traffic engineering including the Manual on Uniform Traffic Control; supervisory practices and procedures; and environmental and safety practices, procedures and standards.

Ability to: communicate effectively both orally and in writing; read and work from blueprints, plans and sketches; establish and maintain cooperative working relationships with those contacted in the course of work, including fellow employees and the general public; work in a team-based environment and achieve common goals; effectively lead a team of employees; supervise, coach, counsel, and evaluate subordinates; make arithmetic calculations for determining material needed and other measures; compute time and material forms and records; effectively handle multiple priorities, organize workload and meet strict deadlines; bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties; and operate standard office equipment such as telephones, facsimile, and computers.

TYPICAL DUTIES:

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. Under general supervision plans, organizes, coordinates, supervises and participates in the activities of crews engaged in the maintenance, design, production, installation, construction and layout of the City's traffic control improvements including, but not limited to, street traffic control signs, directional and/or informational signs, long line and short line striping of streets, raised pavement markers, messages, curb painting and parking lots; inspects work in progress to insure conformance with instructions; requisitions and assigns necessary supplies and materials; maintains time and material records; prepares daily activity reports, and logs into computer; uses computer for data entry and report generation of records or maintenance; trains and instructs subordinates in maintenance techniques and safety practices, investigates and resolves service complaints and processes service requests; plans, organizes, coordinates, supervises, and participates in the activities of crews of workers who measure and lay out on the pavement such traffic markings as speeds, slow or stop, centerlines and painted channelization. Evaluates the performance of assigned subordinate personnel; resolves employee grievances; supervises the operation of a line striping machine, sign face applicator, and trucks; supervises the laying out, fabrication, silk screening, installing and maintenance of all regulatory, guide, warning, and construction signs, and supervises the installation of fences, barricades and guard rails; assists in the preparation of the annual departmental operating budget; and performs other related duties as required.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at <http://santaclaraca.gov/pdf/benefitunits/BenefitInfo578.pdf> or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
SANTA CLARA, CA 95050